



Procurement of IT Goods and Services by Agencies transitioned to VITA

EFFECTIVE DATE: 07/01/04

PURPOSE: This policy is to establish and document the requirements for the requisitioning, procurement, receiving and payment for in-scope information technology (IT) goods and services by Agencies transitioned to VITA. The acquisition of all in-scope IT goods and services is the responsibility of VITA's Supply Chain Management Directorate (SCM). A list of in-scope IT goods and services will be maintained on VITA's website.

SCOPE: All Agencies transitioned to VITA.

**STATEMENT OF
POLICY:**

The following policy statements must be followed to ensure successful acquisition of in-scope IT goods and services:

- All orders will be placed using eVA – the Commonwealth's e-procurement system. Agencies should refer to the DGS manual and eVA website to ensure compliance to eVA policies and procedures
- Requisitions will be entered into eVA, either directly or imported from an agency system that provides at least the minimum information necessary to process the requisition
- Agencies will not mix in-scope and out-of-scope IT goods and services on the same requisition
- Procurements with a total cost equal to or greater than \$100,000 must include a completed APR (agency procurement request) form as an attachment to the requisition. These requests will be routed by eVA to VITA's Strategic Management Services (SMS) group to obtain appropriate approval (ITIB and/or CIO). SMS will indicate appropriate approval in eVA to allow the requisition to continue to be processed. If the APR has been approved prior to submitting the requisition, supporting documentation/approval number should be provided
- Telecom goods and services will continue to be ordered in much the same way as they are today – services and goods currently ordered on a Telecom Service Request (TSR) will continue to be ordered through the TSR process. Those goods previously ordered through agency requisitions will transition to eVA
- VITA will require Agency IT Resource (AIR), or their designee, approval to demonstrate Agency approval of the requisition for processing and to ensure proper Agency funding, accounting codes/cost centers, addresses, etc.
- Agencies are responsible for establishing their own internal review and approval process and/or electronic workflow (whether in eVA or not) for handling IT requests up to the point of creation of the requisition in eVA and approval by the AIR or their designee
- New PO category codes have been established in eVA that begin with "V" (such as VR1 for VITA, routine purchase) in order to designate a good or service as an in-scope item. This coding along with identifying VITA as the "bill to" addressee must

be used so that supplier invoices will be sent to and paid by VITA. The resulting asset will be a VITA asset.

- Agencies are required to receive goods and services into eVA. VITA requires purchase order (DO) and receiving in eVA to systematically match to the invoice for proper payment.
- VITA will subsequently "direct bill" the Agency for the good and/or service based on the payment amount plus VITA's administrative fee
- Agencies will be required to identify the "ship to" address to ensure proper shipment
- Agencies receiving incorrect or incomplete orders will be responsible for resolving the order – including follow up with the supplier. VITA's SCM organization will assist in managing relationships with suppliers and will serve as the escalation point if the issue is not resolved by the Agency
- Agencies receiving supplier invoices for in-scope goods or services ordered after their transition date, should forward the invoices to VITA's accounts payable for processing. Please refer to the VITA invoice handling procedures for further information
- Agency PCards are not to be used for the acquisition of in-scope IT goods and services. VITA issued PCards may be used to purchase incidental items in support of the Agencies
- Agencies should leverage eVA contract catalogs, existing statewide or VITA contracts (which include contracts transitioned from Agencies) in order to leverage volume and expedite processing of the requisition. Suppliers should be registered in eVA, otherwise the Agency agrees to pay the eVA fee
- If items are not in eVA contract catalogs and require quotes, bids, sole sourcing, sourcing new supplier, and/or contracting with a new supplier, VITA procurement policies and procedures will be followed.
- In the event of an emergency, as defined in the VITA's Guide to Technology Procurement (effective July 1, 2003) stating that "An emergency is generally considered to be an occurrence of a serious or urgent nature that demands immediate action to protect persons or property," the Agency procurement officer should follow the guidelines in section E "The Emergency Procurement Process."
<http://www.proreform.virginia.gov/documents/FINALBUYINGSMARTER070103.pdf>

ASSOCIATED POLICIES AND PROCEDURES:

- eVA Requisitioning and Receiving Procedures
- Agency Invoice Handling Procedures
- Small Purchase Charge Card Policy
- Procedures for the Procurement of IT Goods and Services by Agencies transitioned to VITA

AUTHORITY

REFERENCE: [Code of Virginia §2.2-2005 through §2.2-2013](#)
[Code of Virginia §2.2-2005 through §2.2-4301](#)